

JOB DESCRIPTION

City of Kerrville, Texas

Effective Date: August 2016

Position Title:

Position Control #: **402-D01 (FT)**
402-E01/E06 (PT)

PRO SHOP ATTENDANT

| | | | |
|----------------------|-----------------------|---------------------|--------------------------------|
| Department | Golf | Pay Grade | 13 |
| Division | Pro Shop, Golf Course | FLSA Classification | Nonexempt |
| Immediate Supervisor | Golf Professional | Employment Status | Regular Full-time or Part-time |

Job Summary: Assists in the daily operations of the Pro Shop at the Scott Schreiner Municipal Golf Course. Duties included but are not limited to sales, excellent customer service, processing of greens fees and golf cart rentals, setting up and closing the driving range, retrieving golf balls on the driving range, putting out golf carts and maintaining the cleanliness of golf carts, and maintaining the neatness and cleanliness of the Pro Shop.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Primary Duties and Responsibilities:

This information is intended to be descriptive of the principle duties and responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

1. Provide efficient, helpful and courteous service to all customers and guests in and around the Pro Shop.
2. Assist in daily operations in the Pro Shop, including the sale of merchandise and green fees; rental of golf carts and practice balls.
3. Operate computerized cash collection system.
4. Check golf carts daily as to acceptable operation and cleanliness; clean carts when necessary; set carts out daily for rental.
5. Perform marshaling duties when needed.
6. Operate tractor to mechanically retrieve golf balls on driving range.
7. Maintain neatness and cleanliness of Pro Shop and surrounding areas.
8. Regular & predictable attendance.
9. Performs other duties as assigned.
10. Perform other duties as may be assigned.

Required Knowledge, Skills and Abilities:

- Knowledge and understanding of the game of golf.
- Knowledge and concept of marshaling.
- Working knowledge of computers and software programs.
- Excellent interpersonal skills.
- Ability to perform simple mathematical functions.
- Ability to maintain a neat and professional appearance.

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- Ability to maintain regular and predictable attendance.

Machines, Tools, Equipment and Work Aids:

- Computer hardware, golf carts, tractor

Education, Certification and Experience Required:

- Possession of a High School Diploma or equivalent.
- Possession of a valid Texas Class C Driver's License.
- Retail experience helpful and preferred, including experience using a computerized cash register.
- Experience working with the public, and preferably in a golf course setting.
- Experience using a computer and keyboard.

Physical and Environmental Conditions:

Duties are generally performed in an office setting. Some light work requiring occasional lifting objects up to 20 pounds to move objects. Must be able to sit for long periods of time. Work may also require stooping, kneeling, crouching, bending, standing, walking, pushing, and pulling.

Signature/Approval:

I hereby acknowledge review and understanding of this job description and can perform the duties of this position:

☐ with a reasonable accommodation

☐ without a reasonable accommodation

Printed Name of Employee

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Director

Signature of Department Director

Date